



# BEWDLEY Town Council

## MINUTES OF THE TOWN COUNCIL MEETING

HELD 7<sup>th</sup> JANUARY 2019 at 7.00PM IN THE GUILDHALL BEWDLEY

### PRESENT

Councillor Mr R Coleman, Mayor  
Councillor Mr P Edmundson, Deputy Mayor  
Councillor Mr J Byng  
Councillor Mrs L Candlin  
Councillor Mrs A Coleman  
Councillor Mrs C Edginton-White  
Councillor Mr P Harrison  
Councillor Mr D Killingworth  
Councillor Mr R Stanczyszyn  
Councillor Mr G Yarranton

In attendance: Twelve Members of the Public  
Mr D Moore, Treasurer  
Mrs G Lungley, Temporary Office Manager

**8732**

### **CHAIRMAN'S OPENING REMARKS**

The Mayor, Cllr Mr R Coleman, welcomed everyone to the meeting and spoke with reference to:

- The meeting room emergency evacuation procedure;
- The Town Council had received representation supporting 'The Birdman' who feeds the town's geese and pigeons, however there is an equal number of people who would not be in favour of such support.
- Representation had been received regarding the identification of the War Memorial as a listed building.
- A meeting had been held with the WCC Highways officer to review speeding in Dowles Road. The problem was acknowledged, and the initial solution is to site a new solar-powered vehicle activated sign

**8733**

### **APOLOGIES FOR ABSENCE**

Councillors Mr J Beeson, Mrs L Davies

**8734**

### **DECLARATIONS OF INTEREST**

Members were reminded of the requirement to declare all interests.

- Cllr J Byng declared:
  - a Disclosable Pecuniary Interest as spouse of a member of staff;
  - an Other Disclosable Interest as trustee to Riverside North Park Trust (agenda item 8746);
- Cllr D Killingworth declared an Other Disclosable Interest as trustee to Riverside North Park Trust (agenda item 8746);
- Cllr C Edginton-White declared a 'non-pecuniary interest' as trustee to Riverside North Park Trust (agenda item 8746);

**8735**

### **COUNCILLORS' DISPENSATIONS**

1. Cllr R Coleman advised that a dispensation to be allowed to stay in meetings, speak and vote on issues relating to the Bewdley Conservation Area Residents' Association, was no longer required.

2. Cllr J Byng requested a dispensation to be allowed to stay in meetings, speak and vote on general issues relating to staff, unless any issue relates specifically to his spouse who is a member of staff.  
**It was agreed** to allow this dispensation.
3. Cllr C Edginton-White, having declared an Other Disclosable Interest in Riverside North Park, requested a dispensation to be allowed to stay in the meeting, speak and vote on related matters.  
**It was agreed** to not allow this dispensation.

8736

#### **PUBLIC QUESTION TIME**

- i. **Members of the public.** Members of the public took the opportunity to speak, as follows:
  - a) **St George's Hall.** The Chairman of the hall committee asked for councillors' active engagement in the current review of the hall. There are to be two public engagement opportunities – 28/01/2019, 2.30pm to 9pm and 02/02/2019, 10.30am – 12pm to ascertain views.
  - b) **Old Workhouse.** The Chairman of the Civic Society asked the Town Council to support their campaign to WFDC to follow through on their urgent repair order before the Old Workhouse collapses.
  - c) **Allotments, Bliss Gate.** There are vacancies at this site; anyone interested should contact Rock Parish Council.
  - d) **Dog mess.** The Town appears scruffy due to this problem; the question was asked what can be done to solve it, whether people have been fined for causing it and if so, how many?  
**Response:** District Councillor Anna Coleman stated 13 people had been prosecuted in the WFDC area during 2018.
  - e) **Parking on double yellow lines.** What can be done to prevent people from parking on the double yellow lines outside the pharmacy?
  - f) **Pavement litter and vomit / parking on pavements.** This is a problem on Severnside South which would be alleviated if the bollards were reinstated.  
**Response:** County Councillor Becky Vale, Cabinet member for Operational Services, stated:
    - Dog fouling issue is to be raised with WFDC's Director for Community Wellbeing and Environment;
    - Tickets cannot be issued for parking on double yellow lines if the driver is sitting in the car;
    - The parking issues at Severnside South are under observation. It was noted that new padlocks to the bollards are to be used.
  - g) **Wyre Hill Sand Park funds:** pleased to see funding is going towards improvements to this park;  
**Pantomime funds (VAT):** would the VAT be reclaimed on funding support to the Pantomime?  
**Reporting of meetings:** plea for accurate reporting of meetings via the minutes and for agendas to be available on the noticeboards.
  - h) **Wyre Hill Sand Park dog mess:** more signs are needed to encourage dog walkers/owners to pick up after their dog
- ii. **Representative members of the principal authorities**
  - a) **Mrs R Vale, WCC member for Bewdley division & WFDC member for Wribbenhall and Arley ward** spoke as follows:
    - Town Council involvement in highways issues is welcome;
    - Speeding traffic is a problem, evidenced by a spate of accidents on the bypass; Mrs Vale has asked for increased police patrols.
    - Cleobury Road hedge has been a problem which Mrs Vale would be grateful if the Town Council's Lengthsman would deal with.

- The faulty timer for the lights in Dog Lane will be referred to WFDC's Director for Community Wellbeing and Environment.
- The school placements deadline is 15/01/2019; application forms are available on the county council's website.
- Worcestershire County Council has achieved energy savings on carbon emissions.

**In response to questions** about speeding in Dowles Road, Mrs Vale stated monitoring of the site by the safer road partnership has been hindered because there is no safe place to do so, which has led to the proposed creation of a layby for use by motorbikes.

**b) Mr I Hardiman, WCC member for Cookley, Wolverley and Wribbenhall** reported as follows:

- **Wyre Forest** issues related to completion of the public realm works in Kidderminster which is expected to be finished by the autumn and work on Kidderminster train station due to finish by end 2019.
  - **County-wide issues** related to:
    - setting up a company for Children's social care;
    - consultation on WCC budget and financial strategy;
    - proposed 2.99% increase in Council Tax with 1% social care levy will give rise to Band D impact of £1,260.75 which is still in the lowest percentage quartile compared to other shire counties;
    - Government funding will support adult social care and pothole repairs and the net revenue base budget will be £330.4m. The final budget is to be approved at WCC meeting on 14/02/2019.
  - **Local issues** related to:
    - Bewdley school and parking: seeking to move school bus parking to alleviate the parking situation along Stourport Road.
    - Use by residents of the school playing field during the school day.
    - No response yet to the request for a 40mph speed limit on A456 between Safari Park island and Bewdley Hill Kidderminster.
    - Replacement of cats eyes on A456 bypass is being chased.
- In response to questions** about
- tactile paving, this will happen, and
  - support for the Workhouse, yes support will be given.

**iii. Representatives of support services**

None present; the police had sent apologies.

8737

**MINUTES**

- a) To approve the minutes of the Town Council meeting held 03/12/2018. Two amendments were agreed as follows:
- Minute no. 8725(iii) replace Wyre Hill Sand Park with Wyre Hill Play Area
  - Minute no. 8725(iv) replace Northwood Park with Riverside North Park.

**AGREED**

The draft minutes of the Town Council's Meeting held 3<sup>rd</sup> December 2018 with the above two amendments were approved.

- b) To approve the minutes of the Extraordinary Town Council meeting held 03/12/2018.

Amendments prepared by Cllr C Edginton-White were agreed as follows:

With regard to the Extraordinary Meeting Minutes as follows:

*"Cllr Edginton-White spoke to the items to explain the reason for calling an Extraordinary Meeting, and that due to Cllr Candlin's absence she was reluctant to move forward with any proposals and had not provided any discussion papers.*

Amendment:

6.1 Cllr Edginton-White referred to Minute: **EM27/7/2018:5** 27th July 2018 when the F&GP and Staffing meetings were setup and the Policy and

Resources committee was dissolved. 1.(iii) Agreed  
 "Both these new committees (Staffing & F&GP) will **make any recommendations to Full Council to seek full democratic approval in the decision-making process** the exception being the first meeting of the Staffing Committee with regard to any urgent matters where they make a decision. She explained that the F&GP appeared to be making decisions which under this minute should be brought forward for a decision to be made by the whole Council. The Mayor asked for an example. It was then declared that the item had been discussed for 10 minutes and no further time should be allowed to discuss the item. In the absence of Cllr Candlin to support the discussion and that no motion had been able to be put the discussion item 6.1 was stopped. Cllr Edginton-White moved to item 6.2 regarding the Staffing Committee, which was not progressed for similar reasons to 6.1 without further discussion. Item 6.3 Cllr Edginton-White Stated that she wished this item to be withdrawn and discussed at a future date as it would not be appropriate to discuss this item without the Chairman of CDC Cllr Candlin present. *"After further discussion where members expressed their frustration and confusion as to the purpose of the meeting, it was AGREED by a majority of those voting that - The matters outlined would be properly documented and put forward at a future meeting."*

A request for a named vote was lodged:

**In favour** Cllrs R Coleman, J Byng, A Coleman, L Davies,  
 D Killingworth, R Stanczyszyn.

**Against** Cllrs C Edginton-White, P Edmundson, P Harrison.

#### **AGREED**

The draft minutes of the Town Council's Extraordinary Meeting held 3<sup>rd</sup> December 2018 with the above amendments submitted by Cllr C Edginton-White were approved.

**8738**

#### **ACCOUNTS**

The Council was presented with information from the Treasurer, including:

- i. To receive and consider for approval the updated schedule of accounts including approval of invoices to be paid and approval of invoices paid as a matter of urgency.

#### **APPROVED**

- ii. To note the Town Council's cash balances

**NOTED** as follows (to 31/12/2018) –

- with Unity Bank current account of £66,613.16
- with Unity Bank deposit account of £10,578.62
- with Scottish Widows deposit account of £30,345.52
- with Cambridge Building Society saver account of £30,000.00
- with HMRC (VAT) of £ 9,101.11

- iii. To note the most recent bank reconciliation

**NOTED**

- iv. To note actual financial position compared to agreed budget for 2018/19

**NOTED**

- v. To appoint a town councillor to act on behalf of the Employer for re-declaration of compliance with the Pensions Regulator.

**It was AGREED** to appoint Cllr D Killingworth to act on behalf of the Employer for re-declaration of compliance with the Pensions Regulator.

- vi. To approve payment of £65 for receipt of photographs taken 01/12/2018  
**It was AGREED** to pay £65 for receipt of photographs taken 01/12/2018
- vii. To approve payment of £20 to WFDC for the annual renewal of lottery licence  
**It was AGREED** to pay £20 to WFDC for the annual renewal of lottery licence
- viii. To note receipt of £400 from District Councillor Anna Coleman to benefit Wyre Hill Play Area new equipment fund.  
**NOTED**
- ix. To approve precept demand of £159,335 (Band D council tax impact of £43.89pa) or £160,307 (Band D council tax impact of £44.16pa).

Discussion ensued including reference to the informal meeting held 04/01/2019 that reviewed budget items when an amendment to the precept amount had been put forward (included in the agenda to this meeting). In those calculations, last year's Tax Base figure had been used to calculate the impact on council tax payers but using the newly notified tax base of 3,630 and a revised precept proposal of £161,309, the impact on Council Tax band D would be £44.44.  
**It was AGREED** to set the precept demand at £161,309.

**8739**

**COMMITTEE REPORTS**

To receive draft minutes, reports and/or updates since 01/12/2018 from:

**i. Staffing Committee**, meeting held 05/12/2018

Draft minutes were noted.

Cllr P Edmundson, vice-Chairman to the Staffing Committee, spoke to:

- The committee's preparation for the appointment of a new Town Clerk;
- The council's future staffing structure; and
- The current staffing situation that requires legal input.

With regard to ongoing staffing issues, it was proposed to ratify Staffing Committee actions thus far and to authorise the Proper Officer, working with the Staffing Committee, to act on behalf of the Town Council within a specified budget.

An amendment was put that a list be provided of all Staffing Committee actions taken thus far and to act in accordance with an email sent to members that day proposing an amendment to agenda item 8740 that, inter alia, proposed the setting up of a working group to review the roles of Community Engagement and Events Officer and Community Events Assistants and report to the Staffing Committee to assist in consideration of the Council's future staffing structure.

A named vote was requested:

Voting in favour of the amendment: Cllrs C Edginton-White, L Candlin.

Voting against the amendment: Cllrs R Coleman, P Edmundson, J Byng, A Coleman, P Harrison, D Killingworth, R Stanczyszyn, G Yarranton

Voting in favour of the substantive motion: Cllrs R Coleman, P Edmundson, J Byng, A Coleman, P Harrison, D Killingworth, R Stanczyszyn, G Yarranton

Voting against the substantive motion: Cllrs C Edginton-White, L Candlin.

**It was therefore AGREED**

to ratify Staffing Committee actions thus far and to authorise the Proper Officer, working with the Staffing Committee, to act on behalf of the Town Council within a specified budget.

**ii. Planning Committee**, meeting held 05/12/2018

Draft minutes were noted.

The Planning Committee had made comments to notified planning applications and had responded to the Wyre Forest DC Local Plan consultation.

**It was AGREED**

to ratify the Planning Committee actions regarding comments to notified planning applications and the response to the WFDC Local Plan consultation.

**iii. Finance and General Purposes Committee**, meeting held 17/12/2018

Draft minutes were noted; they included recommendations as follows:

- a) Prepare a risk review schedule and system of internal controls (with input from the newly appointed Town Clerk).
- b) Ensure all reports to committees and to council are freely available.
- c) Arrange refresher training for all council members on roles and responsibilities
- d) Ensure all Town Council activities and services are monitored for risk.
- e) Ensure compliance with Financial Regulations and budget.
- f) Ensure effective checks on payroll.
- g) Support setting up of appropriate office management systems.
- h) Ensure paperwork is appropriate backed-up or archived.
- i) Carry out a full post-event review of both the Bewdley Music Festival and the pantomime to identify how they could have been managed differently.
- j) Act in accordance with Charity Commission guidelines on behalf of Wribbenhall Millennium Green Trust.

Additionally the Town Council was asked to approve:

- Obtaining a pre-paid debit card for use by the Town Clerk for ad hoc / petty cash purchases;
- Payment of £200 to Wyre Forest Dial-a-Ride;
- Payment of £450 on account to legal advisor regarding staffing issues.

**It was AGREED**

to approve Finance and General Purposes Committee recommendations.

**iv. Flood Defence Volunteers group**, meeting held 21/12/2018

Draft notes of the meeting were noted.

There had been no flood alert over the Christmas period and the group is to meet again with the Environment Agency on 23/01/2019.

**v. Together Advisory Group**, meeting held 09/11/2018

Draft notes of the meeting were noted.

2018 had been a successful year for the group which had been fortunate regarding its funding and is able to now proceed with confidence.

**8740**

**COMMUNITY DEVELOPMENT COMMITTEE (CDC)**

**It was proposed** that the former CDC is reformulated with altered Terms of Reference. The reformulated committee would have the remit to encourage community action and events by facilitating local groups in order to enable them to achieve their aims. For example, the music festival group and the pantomime group. In addition, to help the council fulfil its remit under the Localism agenda.

**An amendment** was put as follows:

To achieve the “reformulation” of CDC and alter terms of reference as proposed above the Council:

- (i) The Council setup a working group including the Chairman and Deputy Chair of CDC, F&GP and other volunteer members with the proper officer to examine the CDC terms of reference and functions.
- (ii) This working group make recommendations to be presented to the next full Council meeting in February 2019.

- (iii) The working group with the proper officer identify which Council Committees will take on the key objectives and functions currently identified as the remit of CDC in the Council's Key Objectives for the Council over three Years – 2017 – 2019.
- (iv) The Council produce general Terms of reference for working groups who have previously reported back to CDC. *Examples: Town Plan, Neighbourhood Plan, Road Safety, Health Liaison, Parks and Green Spaces, Community Flood Group, Emergency Plan, Markets etc.*
- (v) The Community Engagement Strategy agreed January 18 and the Strategic Aims, Objectives and Areas of Focus agreed by the Council are amended where appropriate to reflect the Council's new strategy once the revised functions and terms of reference of CDC have been agreed.
- (vi) The Council review the valuable contribution made by representatives of the community on both the Better Bewdley Advisory Committee and the Community Development Committee since 2015.
- (vii) The working group review the roles of Community Engagement and Events Officer and Community Events Assistants and report to the Staffing Committee to assist in consideration of the Council's future staffing structure.

A named vote was requested:

Voting in favour of the amendment: Cllrs C Edginton-White, L Candlin.

Voting against the amendment: Cllrs R Coleman, P Edmundson, J Byng, A Coleman, P Harrison, D Killingworth, R Stanczyszyn, G Yarranton

Voting in favour of the substantive motion: Cllrs R Coleman, P Edmundson, J Byng, A Coleman, P Harrison, D Killingworth, R Stanczyszyn, G Yarranton

Voting against the substantive motion: Cllrs C Edginton-White, L Candlin.

**It was therefore AGREED**

that the former CDC is reformulated with altered Terms of Reference. The reformulated committee would have the remit to encourage community action and events by facilitating local groups in order to enable them to achieve their aims. For example, the music festival group and the pantomime group. In addition, to help the council fulfil its remit under the Localism agenda.

**8741**

**NEIGHBOURHOOD PLAN PROGRESS**

To consider the likely completion date, public inspection and referendum, and the practicality of whether the Plan can be delivered within the stated time scale (ie to be put to referendum on 02/05/2019).

**It was proposed and AGREED**

to continue to do as much work on the Neighbourhood Plan as possible before the end of this council's tenure

(Cllr P Edmundson left the meeting; he returned during next item's debate)

**8742**

**LIBRARIES CONSULTATION**

To consider Worcestershire County Council's consultation on the county's libraries which may result in Bewdley's library being managed by the community or being closed.

**It was proposed and AGREED**

that Bewdley Town Council makes a representation to Worcestershire County Council regarding the future of Bewdley's library. Members would send responses to Cllr R Stanczyszyn for collation to be submitted by the Town Council.

- 8743 WAR MEMORIAL AT ST ANNE'S**  
To respond to the Wyre Forest District Council Conservation Officer regarding ownership of the war memorial at St Anne's and whether the Town Council would be in favour of it being considered for inclusion on the National Heritage List for England.  
**It was proposed and AGREED**  
that Bewdley Town Council is in favour of the war memorial at St Anne's being considered for inclusion on the National Heritage List for England.
- 8744 PRESENTATIONS**  
a) Community-led Housing  
**It was proposed and AGREED**  
to invite the Community-led Housing Officer for Wyre Forest DC to address the Town Council at its meeting on 04/02/2019.  
b) WFDC Local Plan – proposed allocation at Stourport Road, Bewdley  
**It was proposed and AGREED**  
to invite the agents acting for the site managers (land at Stourport Road) to address the Town Council at its meeting on 04/03/2019.
- 8745 TRAINING**  
As agreed at minute number 8739 iii c) above and resulting from a recommendation in the recent internal audit, members were asked to arrange a date to attend training on Finance and Roles & Responsibilities. Consideration of this matter was deferred to the end of the meeting when it was put to the meeting that as this council's tenure had only 5 months left to run then it would be better to wait until the new council was in place after 02/05/2019 to arrange training.  
A named vote was requested but when asked who would be interested in attending finance training there was no interest and no vote was taken.  
**Having declared** an Other Disclosable Interest in the next item as trustees of Riverside North Park Trust Cllrs J Byng, C Edginton-White and D Killingworth left the room.
- 8746 RIVERSIDE NORTH PARK**  
**It was proposed** to consider the asset transfer of the Riverside North Park paddling pool from Wyre Forest District Council to Bewdley Town Council.  
**An amendment** was put as follows:  
that this council takes on the potential lease of the paddling pool for 3 years.  
Voting on the amendment:  
**It was AGREED** of the seven members present and with six members voting in favour, one against, that this council takes on the potential lease of the paddling pool for three years.  
There was no requirement to vote on the substantive motion.  
Cllrs J Byng, C Edginton-White and D Killingworth returned to the meeting.
- 8747 PEDESTRIAN SAFETY / SPEEDING IN DOWLES ROAD**  
The Mayor had referred to this item in his opening remarks, minute no. 8732.



**8748 NEW ORLEANS MUSIC FESTIVAL**

**It was proposed** that Bewdley Town Council acknowledges the Bewdley Festival proposal to host three documentary films on the subject of wax disc machines, their sounds and recordings from the 1920's and 30's involving a weekend of film, live music and discussion at St Georges Hall on 4<sup>th</sup> and 5<sup>th</sup> October 2019 and offers to be supportive of the event subject to the Town Council's resources, abilities and experience.

**It was AGREED** to so acknowledge and be supportive of the event.

**8749 WYRE HILL PLAY AREA**

**Update.** A group of residents is raising funds for new equipment at this park and have recently had a litter pick there. Regular maintenance checks are carried out by a member of Town Council staff and new second-hand seats donated by a local resident are soon to be installed by the Lengthsman. In its proposed budget for 2019/20 the Town Council has included £10,000 towards the purchase of new play equipment which the group of residents is to choose.

Ensuing comments related to the insurance arrangements for volunteers, costs and style of play equipment and potential for input by ward members.

**8750 MAYOR'S DIARY AND FUTURE EVENTS**

- i) The Mayor spoke to his list of civic duties undertaken during December.
- ii) No future community events were discussed.

**8751 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC AND PRESS**

**In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) it was RESOLVED** to exclude the public and press from the meeting to allow for discussion of confidential matters relating to staff members.

The members of the public left the meeting.

**8752 REPORT FROM STAFFING COMMITTEE**

Cllr P Edmundson reported on the committee recommendations arising from the interviews for the position of Town Clerk.

**It was AGREED**

to offer to candidate A the post of Town Clerk and Responsible Financial Officer and advertise the post of Assistant Town Clerk (or similar) following instatement of the new Town Clerk.

**8753 ITEMS OF URGENCY OR TO NOTE FOR FUTURE MEETINGS**

None.

**8754 DATE AND TIME OF NEXT ORDINARY MEETING – Monday 4<sup>th</sup> February 2019,**

7pm.

There being no further business this meeting was closed at 10.15pm.

**Signed.....**

**Mayor/Chairman**

**Meeting of the Town Council – 4<sup>th</sup> February 2019**